



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board
Workforce Readiness and Employment and Placement Committee
Thursday June 4, 2009 at 3:00 pm
1016 W. 6th Ave. Suite 304
Minutes (Final)**

Roll Call: (6 members present for quorum)

Board Members:

☒ Doug Ward, Chair; ☒ Sharlene Berg; ☒ John Cannon; ☒ Kathy Craft;
☒ Tony Delia; ☐ Jim Laiti; ☐ John MacKinnon; ☐ Fred Villa; ☒ Michelle
Zenger

Recurring Guests:

☐ Bob Cress, CEF Training Director; ☐ Eldon Davidson, SAVEC; ☒ James Harvey,
Asst Director ESD/DOLWD; ☐ Richard Carlson, Superintendent, Klawock School
District;

Guests in Attendance:

Marsha Olsen, Board Member
Dave Rees, Board Member
Shelly Wright, SERAC

Approval of Agenda

Chair Ward changed discussion item 4. WREP Strategic Plan to #5 and added
Committee Priorities as the new item 4.

No motion was made to accept the agenda.

Approval of Minutes

February 24, 2009 (no quorum)

MOTION to approve minutes made by Sharlene Berg; Seconded by John Cannon

VOTE TAKEN

MOTION carries

April 2, 2009

MOTION to approve minutes made by Michelle Zenger; Seconded by Kathy Craft

VOTE TAKEN

MOTION carries

May 29, 2009 (Committee Breakout)

MOTION to approve minutes made by Kathy Craft; Seconded by John Cannon



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VOTE TAKEN
MOTION carries

Action Items

1. Finalize training template to go to policy planning assessment and evaluation committee.

We discussed the finalization of the training plan documents. Need to send copy to Chair Ward one more time before sending on to Policy and Planning.

Discussion Items

1. Schedule additional meeting dates and times.

MOTION was made by Tony Delia for WREP to start meeting monthly versus bi-monthly as not enough work was being accomplished. It will be the first Thursday of every month at 3:00pm. The motion was seconded by Michelle Zenger.

VOTE TAKEN
MOTION carries

2. AS 23.15.580. Functions of the Board. (EP- Employment & Placement Committee duties)

There was discussion that there isn't specific language to committees in statute. Dave Rees indicated that 23.15.580 is misleading. The part of the statute which addressed committees is 23.15.570. Doug indicated he would look at 23.15.570.

3. Alaska Education Plan

It was determined that more direction was needed from Ex-co before proceeding with this document. Chair Ward will discuss this at next Tuesday's Ex-co and then update the committee at the next meeting.

4. Committee Priorities

Committee needs to think about what our priorities are. Will look at committee responsibilities and Statutes at the July committee meeting. See if we can locate a document that the Fairbanks office created as a benchmark for best practices.

5. WREP Strategic Plan

There was discussion regarding the breaking out WREP into two committees and what each responsibility was. There was confusion regarding definitions. Dave Rees



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explained EP was to ensure the statewide strategic plan for workforce development address customer needs at the local level i.e. welfare to work, local hire, and monitoring services. The WR was the oversight of the programs and most importantly to build the necessary partnerships needed. The Strategic Plan was then reviewed and updated.

Other Items

Next meeting date is Wednesday, July 1st, at 2:00pm. This is a deviation from the regular schedule 10as staff will be out of town.

Guest Interaction

Marcia Olson discussed WorkKeys and indicated that BP and the State of Alaska are using WorkKeys. Alaska Ship and Dry dock is ready to begin using it and GCI will also be ready to use WorkKeys.

It was suggested to have a work session on WorkKeys at the next board meeting. James Harvey will send marketing brochures to Barb for distribution to the committee.

Shelly Wright talked about moving forward with the RACs and submitting their training priorities to WREP. Doug told Shelly to forward Southeast priorities to the committee and wanted to know if the priorities had been determined. Louise indicated the priorities were distributed at the board meeting. She also tried to explain that the RACs are currently under Policy and Planning committee and all of the priorities have been forwarded to Research and Analysis. There could be confusion if individual RACs are working directly with WREP.

Adjournment

MOTION to adjourn at 4:20pm made by Kathy Craft; Seconded by Tony Delia.

ACTION TRACKER

WHO	WHAT	DUE BY	STATUS
Doug	Seek direction from Ex-Co on Alaska Education Plan.	July 1 st	
Barbara	Add Alaska Education Plan to July's Agenda	July 1 st	done
Barbara	Add the RAC's Priority Occupations to July's Agenda	July 1 st	done
Barbara	Send Resolution Documents to P&P	July 1 st	done



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Doug	Send Barbara finalized corrections to Training Plan Template Docs.	ASAP	done
Barbara	Send finalized Training Plan Template docs to Policy and Planning once received from Doug.	ASAP	done
Barbara	#1 of strategic plan change from 09 to 2010 - 2111	July 1 st	done
Doug	Look at AS.23.15.570 for clarification on committee functions	July 1 st	
Doug	Recommend to Exco to have a work session at the next board meeting on Work Keys for new members	October	
Marcia	Will convert AWIB Statues pdf Into a word document	July 1 st	done
Barbara	Obtain Alaska Career Ready flyers from James Harvey.	July 1 st	done
Barbara	See if we can locate the benchmark document Fairbanks office created as 'Best Practices'	July 1 st	Fairbanks Office is working on locating this document.